



CITY MANAGER'S **UPDATE**

Monthly report to the City of Annapolis City Council

February 2018

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Performance Measures

Police Calls and Service Times

| Month | 2015 | 2016 | 2017 | 2018 | Emergency Response Time | Response | 1st Response | Response |
|-----------|-------|--------------------------|---------------------------|------------------------|-------------------------|-----------|--------------|----------|
| January | 2571 | 2673 | 2748 + 723 fc | 2763 + 510 fc | 1:11 Minutes | 3 = 1:13 | 5 = 0:55 | 7 = 1:26 |
| February | 2422 | 2585 | 2336 + 421 fc | 2462 + 513 fc | 1:11 Minutes | 12 = 2:01 | 3 = 1:21 | 6 = 2:45 |
| March | 2714 | 2884 | 3557 + 504 fc | | | | | |
| April | 2808 | 2925 | 2736 + 462 fc | | | | | |
| May | 2961 | 3089 | 3050 + 609 fc | | | | | |
| June | 3059 | 3096 + 630 fc | 3067 + 706 fc | | | | | |
| July | 3076 | 2945 + 495 fc | 3370 + 328 fc | | | | | |
| August | 3064 | 2824 + 209 fc | 3081 + 251 fc | | | | | |
| September | 2892 | 2689 + 404 fc | 2926 + 316 fc | | | | | |
| October | 2805 | 2813 + 615 fc | 3142 + 302 fc | | | | | |
| November | 2871 | 2502 + 616 fc | 2978 + 692 fc | | | | | |
| December | 2512 | 2579 + 608 fc | 2888 + 491fc | | | | | |
| | | | | | | | | |
| Totals | 33755 | 37,181 (33,604w/o fc) | 41,684 (35,879 w/o fc) | 6,248 (5225 w/o fc) | | | | |
| Avg. CFS | 92.4 | 101.6/Day | 114.2 /Day | 107.7/Day | | | | |

Crime

| Crime | Murder | Rape | Rob Arm | Rob NWU | Agg Aslt | | Burg- Res | Burg-Com | Larceny | MV Theft | Total |
|------------|------------------------|---------|---------|---------|----------|--|-------------------------|----------|---------|----------|--------|
| Feb 18 | 0 | 0 | 0 | 3 | 7 | | 5 | 1 | 41 | 3 | 60 |
| Feb 17 | 0 | 2 | 1 | 1 | 13 | | 8 | 2 | 52 | 6 | 85 |
| Diff +/- | 0 | -2 | -1 | +2 | -6 | | -3 | -1 | -11 | -3 | -25 |
| Diff % +/- | 0.00 | -100.00 | -100.00 | +66.66 | -46.15 | | -37.5 | -50.00 | -21.15 | -50.00 | -29.41 |
| | | | | Monthly | Total | | | | | Monthly | Total |
| | Violent Crime Diff +/- | | | -7 | -41.18 | | Property Crime Diff +/- | | | -18 | -26.47 |
| | | | | | | | | | | | |

Condition Index for Streets

- Total length of City streets – approximately 90 miles of roadway are City maintained.
- Weighted average “Remaining Surface Life” of City streets – 8.1 years
- FY18 paving total – 1.73 miles (July 1, 2017 through December 2017)

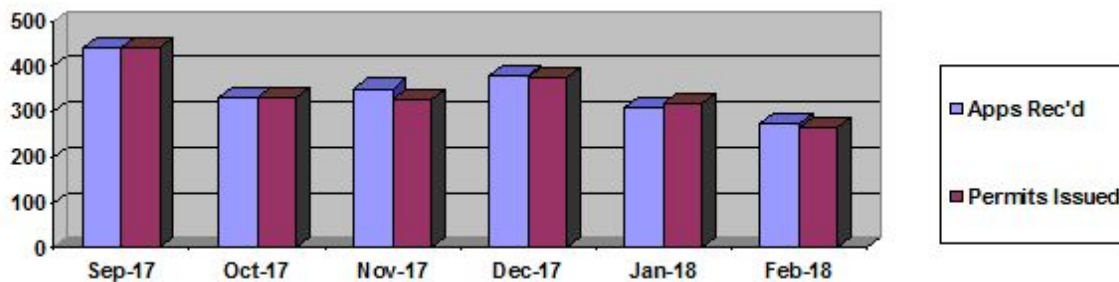
Diversion Rate of Solid Waste from Disposal at a Landfill

- February diversion rate – 37.7%
- 12-month (March 2017 – February 2018) diversion rate – 40.9%

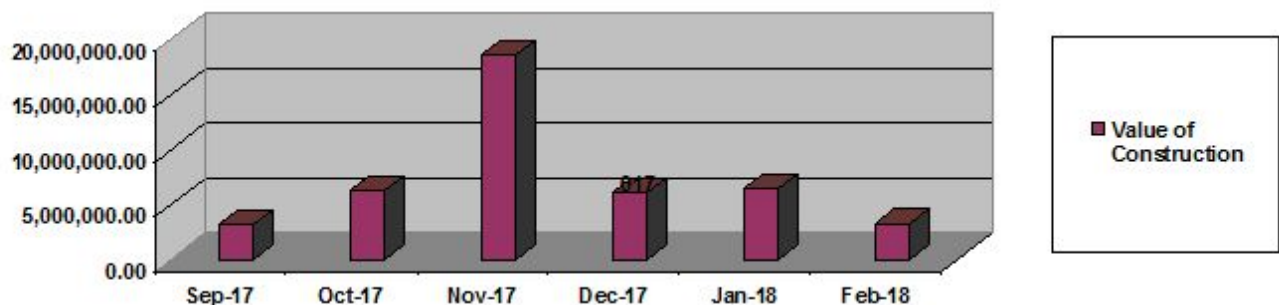
Water Quality Testing Results

- Phase I Construction (old clearwell demolition, partial site work and temporary electric service) is complete.
- Phase II Construction (all other work) is nearing final completion. The deficiency list items are approximately 90% complete. Work remaining includes remaining deficiency list items, performance and work warranty items, the remaining perimeter road surface course, exterior stairs and landscaping.

Permits - 275 permit applications were received. 264 permits were issued.



Value of Private Construction - \$3,270,984.21



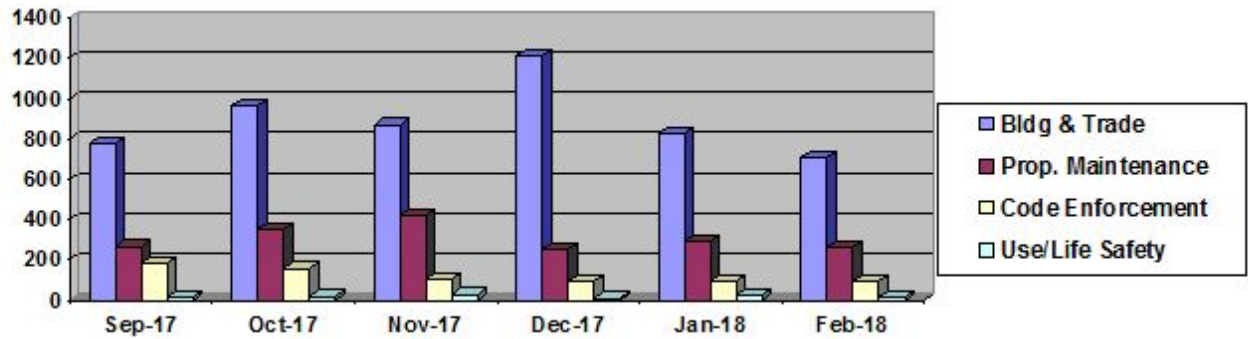
Private Construction Inspection Performed

705 Building and Trade Inspections

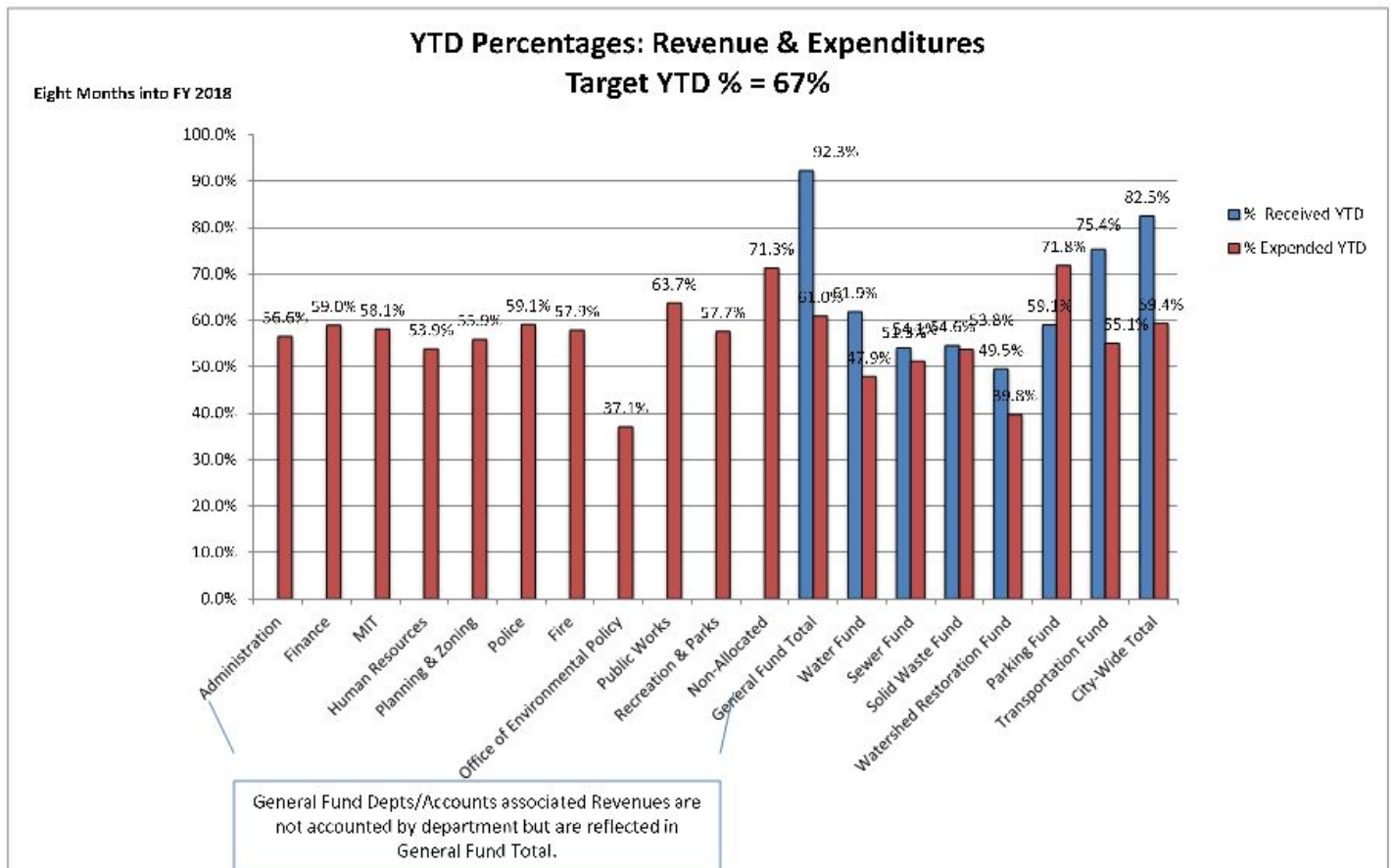
95 Code Enforcement Inspections

12 Use/Life Safety Inspections

262 Property Maintenance- *(Also re-inspected 586 units at Watergate Apts)*

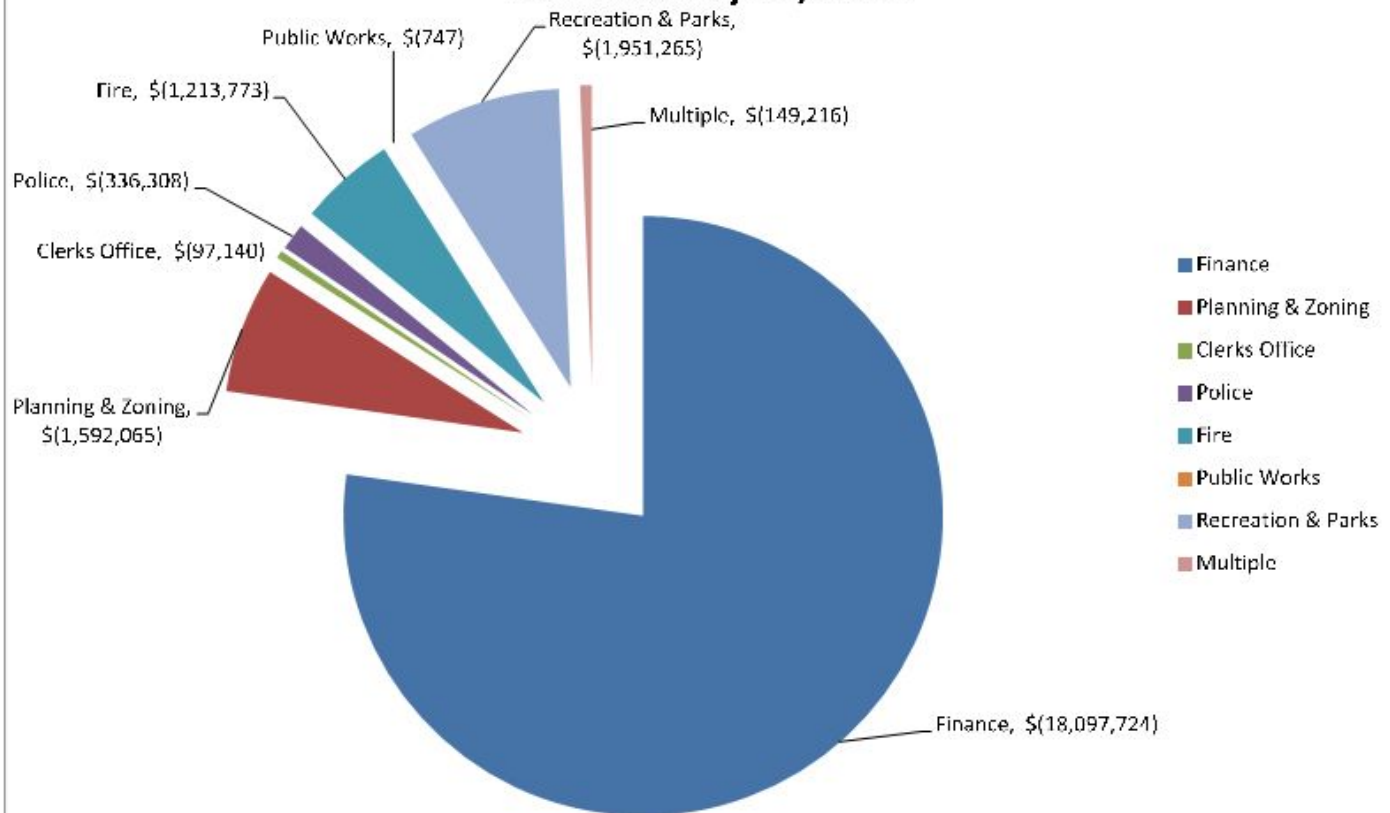


Budget Status



| YTD Percentages: Revenue & Expenditures | | | | | | |
|---|---------------|----------------|-------------|--------------|----------------|-------------|
| February 2018; YTD Target %: 6.7% | | | | | | |
| | Revenues | % Received YTD | Budget | Expenditures | % Expended YTD | Budget |
| Administration | | | | 1,527,285 | 56.6% | 2,700,347 |
| Finance | | | | 1,507,781 | 59.0% | 2,556,986 |
| MIT | | | | 1,054,305 | 58.1% | 1,813,466 |
| Human Resources | | | | 419,574 | 53.9% | 778,568 |
| Planning & Zoning | | | | 2,050,889 | 55.9% | 3,667,409 |
| Police | | | | 11,131,085 | 59.1% | 18,822,932 |
| Fire | | | | 10,010,561 | 57.9% | 17,285,564 |
| Office of Environmental Policy | | | | 167,530 | 37.1% | 451,912 |
| Public Works | | | | 5,164,494 | 63.7% | 8,104,055 |
| Recreation & Parks | | | | 2,802,550 | 57.7% | 4,861,028 |
| Non-Allocated | | | | 9,448,407 | 71.3% | 13,244,946 |
| General Fund Total | 68,740,855 | 92.3% | 74,487,718 | 45,284,460 | 61.0% | 74,287,214 |
| Water Fund | 4,784,617 | 61.9% | 7,733,600 | 3,675,580 | 47.9% | 7,669,676 |
| Sewer Fund | 4,711,630 | 54.1% | 8,709,000 | 4,450,206 | 51.3% | 8,682,706 |
| Solid Waste Fund | 1,165,632 | 54.6% | 2,133,400 | 1,403,507 | 53.8% | 2,610,712 |
| Watershed Restoration Fund | 743,200 | 49.5% | 1,500,000 | 494,819 | 39.8% | 1,244,476 |
| Parking Fund | 4,633,889 | 59.1% | 7,841,000 | 5,602,454 | 71.8% | 7,799,573 |
| Transportation Fund | 2,844,296 | 75.4% | 3,774,568 | 2,505,019 | 55.1% | 4,545,652 |
| City-Wide Total | \$ 87,624,119 | 82.5% | 106,179,286 | 63,416,045 | 59.4% | 106,840,009 |

General Fund Revenue by Department thru February 28, 2018



This revenue representation does not include Real Property Tax in the amount of \$42,118,561 and Personal Property Tax in the amount of \$3,184,055.

Central Purchasing

Current Procurements

RFQ 17-07 – Design-Build-Operate-Maintain for Water Services for Water Quality Management Best Management Practices

- Awarded to GreenVest. Agreement in process.

RFP 17-21 – Lease of the Market House

- Awarded to New Market House LLC. Lease in process.

Completed Procurements

RFP 14-14 DPW Maintenance Facilities – Design/Build Services

- Awarded to Gardiner & Gardiner. Design/pricing under review. Demolition complete.

RFP 15-12 Annapolis Renewable Energy Park

- Awarded to BQ Energy. Project scheduled for Spring 2018 completion.

RFP 15-23 – Upper West Street Sector Study

- Awarded to AECOM. Study completed. City Council presentation pending.

RFP 16-06 – Energy Performance Contracting

- Awarded to Honeywell International. Project scheduled for February 2018 completion.

RFQ 17-16 – Design/Build Services – Water Main and Waste Water Projects

- Prequalified list of bidders developed. Project bid packages being drafted.

RFP 17-12 – Forest Drive Sector Study

- Awarded to The Faux Group. Project scheduled for February 2018 completion.

RFP 17-14 Stormwater and Flood Mitigation Design

- Awarded to AECOM. Detailed design/construction documents scheduled for November 2018 completion.

IFB 18-05 – City Dock Boardwalk Replacement

- Awarded to Building Concepts, LLC. Project scheduled for April 2018 completion.

IFB 18-09 – Main Street Fire Service Supply

- Awarded to Underground Construction, Inc. Project scheduled for April 2018 completion.

Pending Procurements

IFB 18-06 – Tennis Court Renovations

- Draft in progress. Anticipated release TBD.

IFB 18-07 – PMRC Ballfield Improvements

- Draft in progress. Anticipated release TBD.

RFQ 18-08 – Truxtun Park Pool Replacement

- Draft in progress. Anticipated release TBD.

IFB 18-10 – Main Street Reconstruction

- Draft in progress. Anticipated release TBD.

IFB 18-11 – Taylor Avenue Fire Station Metal Roof Replacement

- Draft in progress. Anticipated release TBD.

IFB 18-12 - ADOT Oil –Gas Separator Replacement

- Draft in progress. Anticipated release TBD.

IFB 18-13 – Central Street – Design Build Water Main Replacement

- Draft in progress. Anticipated release TBD. Pre-qualified bidders only.

Capital Projects

Pump Station Replacement/Rehabilitation

Whiton Court PS Wetwell Rehab – The draft RFP for the upgrade to the pump station is under review.

Sewer Rehabilitation and Water Distribution

Sewer Rehabilitation (72006) – Additional sewer mains have been identified for rehabilitation. Once necessary point repairs and closed circuit television (CCTV) of the lines is complete, cured-in-place pipe (CIPP) lining work will continue for all identified mains. Shiley Street record drawings are nearly complete. Closeout expected in March. USNA Flowmeter (72006) – The City is currently reviewing the final design drawing/specifications submittal for a new flume and coordinating project timing with the USNA. Buried Asset Evaluation (72006 & 71003) – The comprehensive data update to the water and sewer models is complete. Data update to iWorQ is to be scheduled. The GHD final draft of the Ten-year Water and Sewer Plan and the Comprehensive Assessment Plan have been received and review is underway. The GHD final draft of the software review report and final as-built lookup are expected soon. Water Meter Purchases (71003) –

Comprehensive radio-read meter purchase and installation continues, as well as prioritization and repair/replacement of large meters. Central Ave. Water Main Replacement (71003) – The Request for Proposals (RFP) is under review by Purchasing and DPW, and is expected to be advertised in next couple weeks.

Water Tank Rehabilitation

Bidding and construction of the Jefferson Tank rehabilitation project is on hold until FY18 capital funding is available.

New Water Treatment Plant (WTP)

WTP Design/Build (D/B) – The project Substantial Completion certificate has been provided to the Design/Builder for execution. Remaining activities to be completed include remaining 10% of Deficiency List items and Warranty work, as well as remaining surface course paving and landscaping to be completed when weather allows.

City Dock Bulkhead Replacement, Phase 2

The stormwater management (SWM) design and construction remains to be completed. Coordinating with proposed repairs to the Truxtun Park tennis courts adjacent to the proposed stormwater management (SWM) site. Development of 110 Compromise is ongoing. BGE power outage began November 29. A string of LED lights remain strung to illuminate Compromise St and the dinghy dock. Construction of the electrical room to house the City Dock electrical panels is underway. The electrical room slab passed inspection. BGE has begun their work which is expected to last 3-4 weeks. Anticipate permanent power by April 1. The Notice to Proceed for the City Dock Boardwalk Deck Replacement project was issued February 15. The materials have been ordered with the first delivery expected in 4 weeks. The contractor has prepared a restoration plan and removed half of the existing screws to facilitate removal of the deck boards once the new boards arrive. When construction begins, the contractor will only be allowed to remove as many boards as he can replace in one day, ensuring that the boardwalk is usable at the end of each work day.

City Dock Tidal Flood Mitigation

The final FEMA grant application was submitted in April 2017. Feedback was received recently requesting Scope of Work, Schedule, Maintenance and Construction Cost Estimates of a standalone project that the grant would cover. The \$3 million grant, if received, will be used for the construction of one of the two pump stations and associated storm drain realignment. The required Hazard Mitigation plan was submitted in December. AECOM, the City's design consultant, began data collection in January 2018. They submitted a draft Phase 1A Archaeology Report which was reviewed and approved with no additional comments. Coordinating with developer of potential City Dock hotel and underground parking garage. Evaluating relocation of above ground pump station control building to avoid conflict with the potential development. Received revised proposal for no-cost change in scope including de-scoping all design activities and submittals associated with north pump station and addition of scope related to co-locating aboveground Pump Station Control structures and emergency generators on Newman St. site due to proposed development on

north side of Ego Alley. Wet well to remain on north side. Boring locations were adjusted slightly to address these changes.

Landfill Gas Mitigation

The MDE consent agreement has been signed by MDE and the City. The City will work with SCS Engineers to complete the design/build landfill gas project within the stipulated time frame. Sampling work continues for semi-annual monitoring events.

Maintenance Facilities

Project on hold. Evaluating alternative sites for the facilities.

Road Resurfacing

The 2017 work was completed and the paving is suspended for the winter. The contractor will work on several punch list items as weather permits.

Main Street Reconstruction

The contractor continues with the installation of the sprinkler connections. City of Annapolis crews are following behind the contractor and replacing/repairing the openings. The re-bricking of Main Street is on hold.

Cornhill Street Sidewalks

All construction is complete with punch list work remaining.

Wayfinding Sign Program

All replacement signs installed by City crews are complete except for two banners to be installed on Spa Creek bridge. Reviewed signs, messaging and locations for vehicular wayfinding signs. Comments returned to the designer, Merje.

Truxtun Park Ballfield Grading

The expanded scope of work requires a Soil Conservation District (SCD) grading permit. Revised grading plans were prepared and will be submitted to SCD. Recreation & Parks Department is seeking an additional grant to install new fencing for the two ballfields. Work is to be complete in Spring 2018.

Bywater Park Development

Playground equipment installation is completed. DNR inspected the park and determined the installation met the grant criteria.

Personnel Update

New Hires

Fire:

Firefighter I - 7

Public Works:

Temp Laborer

Transportation:

Fleet Maintenance Tech I

Law:

City Attorney

Mayor's Office:

Assist Dev./Comm Event Specialist

Promotions/Internal Vacancies Filled

Police:

Lieutenant

Captain - 2

Sergeant - 3

Corporal - 4

Major/Deputy Chief

Public Works:

Meter Technician I

Law Office Report

Open Litigation

| Case Name | Dept | Comments |
|-----------|------|----------|
|-----------|------|----------|

| | | |
|--|------|--|
| McShane Glover – PJR A.A. Circuit Court Case No. C-2014-190935 AA (L72-14) | HPC | Circuit Court affirmed Board of Appeals decision. Glover appealed to Court of Special Appeals; oral arguments 5/5/17; CSA affirmed Circuit Court decision. Appellant filed a Motion for Reconsideration, which is pending. |
| Stansbury v. COA U.S. District Court of MD, Civil Action No. 1:15-CV-497-GLR (L53-15) | PW | Complaint and Answer filed; Amended Complaint filed; Answer filed; discovery resumed; City's Motion for Summary Judgment denied; City's Motion for Reconsideration denied; plaintiff withdrew request for jury trial; 5-day trial scheduled to begin 3/20/18. |
| COA v. 94 East Street heirs A.A. District Court Case No. D-07-CV-15-005092 (L46-14) | DNEP | Complaint filed; 78 municipal citations total; trial date pending; City filed Petitions for Contempt; 6/22/17 hearing resulted in Defendants being required to file for City permits/approvals and report back to Court on 9/14/17; agreement placed on record in Court; owner filed Motion, hearing on 3/6/18 was postponed |
| Sparrow v. COA U.S. District Court Case No. 1:16-CV-01394-WMN (L29-16) | APD | Complaint and Answer filed; discovery completed; City filed Motion for Summary Judgment; hearing pending; Jury tri scheduled to begin 5/21/18 and expected to last for 2 weeks |
| Thomas – PJR A.A. Circuit Court Case No. C-02-CV-16-002097 (L32-16) | APD | Appeal of Public Safety Disability Retirement Board decision affirming HR director's decision to deny disability retirement application; Circuit Court affirmed PSDRB; Thomas appealed to the Court of Special Appeals |
| Walters – PJR A.A. Circuit Court Case No. C-02-CV-16-002203 (L42-16) | R&P | Appeal of a Civil Service Board ruling affirming City's decision to terminate; Circuit Court affirmed CSB ruling; appeal noted to Court of Special Appeals; briefs filed; hearing pending |
| CDM Smith/Haskell v. COA U.S. District Court of Maryland, Case No. 1:16-CV-02621 (L44-16) | PW | Plaintiff filed Amended Complaint; City filed Answer; Breach of Contract lawsuit brought against City re: new Water Treatment Plant construction; discovery ongoing; Plaintiff filed a 2 nd Amended Complaint; City responding |
| COA v. Paul Christian (4 Shipwright Street) A.A. District Court Case No. 4z39921956 (L13-16) | HPC | City issued citation in regard to poor chimney repair; trial occurred 8/1/17, 10/3/17, 2/7/18 and 3/13/18; scheduled to continue 4/13/18 |
| Phaneuf v. COA A.A. Circuit Court Case No. C-02-CV-17-000411 (L4-17) | PW | Complaint re: slip/fall on ice; Answer filed; settled prior to trial. CLOSED. |

| | | |
|---|-----|---|
| <p>Thomas v. COA, et al. U.S. District Court of Maryland, Case No. 1:16-CV-03823 (L68-16)</p> | APD | <p>Complaint filed alleging racial and disability discrimination; discovery ongoing; City filed Motion for Summary Judgment. Plaintiff filed response. City filed Reply. Court granted partial summary judgment and granted Plaintiff the right to file surreply to balance of Motion for Summary Judgment; decision pending; motions hearing on 2/13/18; motion for summary judgment denied without prejudice to re-file; depositions ordered by the Court</p> |
| <p>Clemens v. City A.A. Circuit Court Case No. C-02-CV-16-000264 (L28-17)</p> | APD | <p>Complaint filed alleging negligence on the part of APD; City filed Motion to Dismiss; Plaintiff filed Amended Complaint; Circuit Court denied Motion to Dismiss; Plaintiff filed Motion to Quash Subpoena, to Compel Discovery, for Sanctions and Pretrial Conference; City filed response. 3-day jury trial scheduled for 6/26/18</p> |
| <p>Parker v. Butler A.A. Circuit Court Case No. C-02-CV17-001727 (L24-17)</p> | APD | <p>Complaint filed alleging false arrest, negligence; City filed Answer; Plaintiff filed 4th Amended Complaint; City filed a Motion to Dismiss and Plaintiff filed a response; hearing pending; discovery ongoing</p> |
| <p>RL BB ACQII-MD RGD, LLC – PJR (“Rocky Gorge”) A.A. Circuit Court Case No. C-02-CV-17-002324 (L33-17)</p> | P&Z | <p>Appeal of a denial by Planning Commission of application for major modification of a planned development; oral arguments scheduled for 4/16/18</p> |
| <p>Lowe v. City A.A. District Court Case No. D-07-CV-17-008143 (L33-17)</p> | DOT | <p>Plaintiff filed suit alleging personal injury resulting from a City accident; City filed answer; trial scheduled for 4/17/18</p> |
| <p>T.Smith v. City A.A. District Court Case No. D-07-CV-17-013502 (L41-17)</p> | DOT | <p>Plaintiff filed suit alleging damages resulting from collision with City bus; City filed answer; settled before trial. CLOSED.</p> |
| <p>Randall v. City A.A. District Court Case No. D-07-CV-17-013504 (L42-17)</p> | DOT | <p>Plaintiff filed suit alleging damages resulting from collision with City bus; City filed answer; settled before trial. CLOSED.</p> |
| <p>Hall v. COA, et al. A.A. District Court Case No. D-07-CV-17-007695 (L44-17)</p> | APD | <p>Plaintiff filed suit alleging APD wrongfully possessing property seized pursuant to a valid warrant; hearing occurred 11/21/18; Judge ordered City to release some items seized and to release other items no later than 12/22/17; City filed Motion for Reconsideration and Plaintiff filed Motion to Alter or Amend Judgments; rulings rendered moot when City noted an appeal to Circuit Court, which stayed the District Court’s decision upon motion of the City and denied Plaintiff’s Motion to Dismiss Appeal.</p> |

| | | |
|---|-----|---|
| McCall v. COA, et al. A.A. Circuit Court Case No. C-02-CV-17-003302 (L43-17) | DOT | Plaintiff filed Complaint alleging personal injury resulting from a vehicle accident with an uninsured driver and is seeking damages against the City under the State uninsured motorist laws; City filed answer; discovery ongoing |
| Spry v. City of Annapolis A.A. Circuit Court Case No. C-02-CV-17-003107 (L2-18) | PW | Plaintiff filed suit alleging personal injury resulting from an uncovered utility hole in street; City filed answer and Third-Party Complaint; discovery ongoing |
| Stewart – PJR A.A. Circuit Court Case No. C-02-CV-18-000006 (L3-18) | P&Z | Petition filed; City filed Notice of Intention to Participate |
| Solstice Partners, LLC, et al. v. City of Annapolis, et al. A.A. Circuit Court Case No. C-02-CV-18-000091 (L4-18) | P&Z | Petition for Temporary Restraining Order, Preliminary Injunction, Permanent Injunction and Declaratory Judgment filed re: Ordinance O-35-17; 1/30/18 Circuit Court ordered Temporary Restraining Order; 2/9/18 Consent Order entered for preliminary injunction and other terms |
| | | |
| MCCR / EEOC Cases: | | |
| Spearman v. COA | APD | Complaint and Answer filed; fact-finding conference occurred 5/17; Amended Complaint filed 8/4/17 |
| Howard v. COA | APD | Notice of race, sex and color discrimination received; charge of discrimination not yet received |
| | | |
| Administrative Hearings: | | |
| Pristoop v. COA | APD | Appeal of denial of pension vesting status to Civil Service Board; hearing occurred; Civil Service Board affirmed; written decision pending |
| | | |
| Workers' Compensation Appeals to Circuit Court: | | |
| COA v. Krauss | APD | City appealed the WCC permanent partial disability finding on 8/23/17; Pretrial conference scheduled for 4/18/18; discovery ongoing; settled at court-ordered mediation for a full and final release. CLOSED. |
| COA v. Ferracane | APD | City appealed the WCC permanent partial disability finding on 8/23/17; court-ordered mediation scheduled |
| COA v. Donahue | AFD | City appealed WCC finding allowing a "worsening" of condition on 3/13/17. Mediation occurred 10/16/17 without settlement reached; trial is scheduled for 4/5/18 and 4/6/18 |

| | | |
|--------------------------|-----|---|
| COA v. Blair | PW | City appealed WCC finding on 10/5/17, which authorized medical treatment to Claimant and found that Claimant's need for treatment is causally related to the accidental injury; discovery ongoing |
| City v. Rice | APD | City WCC finding of serious disability; discovery ongoing; Court ordered mediation to occur; pretrial settlement conference scheduled for 8/22/18 |
| City v. McNeil | APD | City appealed WCC finding of occupational disease; discovery ongoing; Court-ordered mediation to occur; pretrial settlement conference scheduled for 8/9/18 |
| Union Grievances: | | |
| Ludwig v. City | AFD | Scheduled for Step III hearing on 2/22/18; settled after first day of hearing. CLOSED |

Adopted Legislation:

Legislation adopted on 2/12/18

R-3-18 Prescription Drug Affordability Initiative - For the purpose of supporting the goals of the Maryland Citizens' Health Initiative and calling on the State of Maryland to implement its three commonsense ideas to improve our citizens' access to essential prescription drugs.

R-4-18 Maryland Clean Energy Jobs Initiative - For the purpose of supporting the goals of the Clean Energy Jobs Initiative and calling on the State of Maryland to implement its proposals to improve our citizens' access to clean energy jobs.

O-5-18 Lease of the Market House - New Market, LLC - For the purpose of authorizing the lease of the Market House to New Market, LLC, the Master Tenant for a certain period of time, subject to certain terms, provisions and conditions; and matters generally relating to said lease.

Legislation adopted on 2/26/18

O-2-18 Water Service Agreement - MidAtlantic IRA, LLC - For the purpose of authorizing a water service agreement providing for the extension of City water service to 3032 Arundel on the Bay Road located in Anne Arundel County; and matters generally relating to providing said water service outside the City limits.

R-5-18 Opposing Oil and Gas Development Off Maryland's Shores - For the purpose of expressing the City of Annapolis' opposition to offshore oil and gas drilling and exploration activities, including seismic air gun blasting.

R-6-18 Itinerant Merchant Sales in the Historic District - 2018 - For the purpose of authorizing hawker, peddler, and itinerant merchant sales in the Historic District in conjunction with certain special events during calendar year 2018.

R-7-18 - City Sponsored Special Events in Fiscal Year 2019 - For the purpose of identifying City Sponsored Special Events and waiving certain related City Fees during Fiscal Year 2019.

O-1-18 - Public Ethics and Financial Disclosure - For the purpose of updating and amending the Ethics Code of Annapolis pursuant to the passage of HB 1386, effective October 1, 2017 and HB 879, effective

January 1, 2019; clarifying certain definitions; ensuring City officials and employees are aware of their responsibilities pursuant to the Ethics Code; extending conflict of interest provisions to include lobbyists; amending the use of prestige of office restrictions; changing current policy regarding the reviewing and copying of financial disclosure statements by the public; removing the Alcoholic Beverage Control Board members from the financial disclosure filing requirements in accordance with recently enacted state law; making minor editorial changes; and matters generally relating to updating and amending the Ethics Code.

Alcoholic Beverage Control Board:

ABCB Approvals 2/7/18:

- Extension of Licensed Premises during a Special Event- Stan and Joe's

Request for an extension of licensed premises with Consumption of Alcoholic Beverages during The Wounded Warrior Foundation event on Saturday March 10, 2018, Saturday, March 11, 2018 & The Warrior Music Foundation event on April 21, 2018.

Member Praley moved to approve the request for an extension of licensed premises during a special event to Stan & Joe's Saloon from 9:00 p.m. to 7:00 p.m. on March 10th, March 11th and 12 noon to 8:00 p.m. on April 21st 2018. Seconded. CARRIED on voice vote.

- Extension of Licensed Premises during a Special Event- Fado's Irish Pub & Restaurant

Request for an extension of licensed premises with Consumption of Alcoholic Beverages during the Ice Hockey Game scheduled on Saturday, March 3, 2018 & St. Patrick's Day Festivities event scheduled on Saturday March 17, 2018.

Member Zagwodzki moved to approve the request for an extension of licensed premises during a special event to Fado's Irish Pub & Restaurant on Saturday, March 3, 2018 from 2:00 p.m. to 8:00 p.m. on and March 17, 2018 from 7:00 p.m. to 9:00 p.m. Seconded. CARRIED on voice vote.

Open to the Public Event # 1 Eastport Democratic Club- (Eastport Green Beer Races)

Request for an open to the public event during the Eastport Green Beer Races event scheduled on Saturday, March 10, 2018.

Member Praley moved to approve the request for an extension of licensed premises during a special event to the Eastport Democratic Club from 11:00 a.m. to 6:00 p.m. on Saturday, March 10, 2018. Seconded. CARRIED on voice vote.

- Special Class C, One Day Liquor License with Noise Control Statement – Caritas Society of St. John's College

Request for Special Class C, One Day Liquor License

Member Praley moved to approve the application for a Special Class C, One Day Liquor License for Beer, Wine and Liquor (including live music) to Caritas Society of St. John's College from 7:30 p.m. to 10:00 p.m., on Saturday, March 3, 2017. Seconded. CARRIED on voice vote.

- Special Class C, One Day Liquor License with Noise Control Statement – Maryland Hall for the Creative Arts

Request for Special Class C, One Day Liquor License

Member Praley moved to approve the application for a Special Class C, One Day Liquor License for Beer, Wine and Liquor (including live music) to Maryland Hall for the Creative Arts from 6:30 p.m. to 9:30 p.m., on Friday & Saturday, March 2nd, & 3rd, 2018. Seconded. CARRIED on voice vote.

- Consumption on City Property (for Stanton Center)- Marita Gross 70th Birthday Party

Applicant Marita Gross, 117 Obery Court, Annapolis, Maryland 21401 was present and answered questions addressed by the Board.

Member Zagwodzki moved to approve the application for Consumption on City property to Marita Gross at the Stanton Community Center located at 92 West Washington Street, Annapolis, Maryland 21401 from 8:00 p.m. to 12:00 p.m. on March 2, 2018. Seconded. CARRIED on voice vote.

- Consumption on City Property (for Stanton Center)- Marita Gross 70th Birthday Party

Member Zagwodzki moved to approve the application for Consumption on City property to Marita Gross at the Stanton Community Center located at 92 West Washington Street, Annapolis, Maryland 21401 from 8:00 p.m. to 12:00 p.m. on March 2, 2018. Seconded. CARRIED on voice vote.

Member Praley moved to approve the request for an extension of licensed premises during a special event to Stan & Joe's Saloon from 9:00 p.m. to 7:00 p.m. on March 10th, March 11th and 12 noon to 8:00 p.m. on April 21st 2018. Seconded. CARRIED on voice vote.

- Extension of Licensed Premises during a Special Event- Fado's Irish Pub & Restaurant

Request for an extension of licensed premises with Consumption of Alcoholic Beverages during the Ice Hockey Game scheduled on Saturday, March 3, 2018 & St. Patrick's Day Festivities event scheduled on Saturday March 17, 2018.

Member Zagwodzki moved to approve the request for an extension of licensed premises during a special event to Fado's Irish Pub & Restaurant on Saturday, March 3, 2018 from 2:00 p.m. to 8:00 p.m. on and March 17, 2018 from 7:00 p.m. to 9:00 p.m. Seconded. CARRIED on voice vote.

Open to the Public Event # 1 Eastport Democratic Club- (Eastport Green Beer Races)

Request for an open to the public event during the Eastport Green Beer Races event scheduled on Saturday, March 10, 2018.

Member Praley moved to approve the request for an extension of licensed premises during a special event to the Eastport Democratic Club from 11:00 a.m. to 6:00 p.m. on Saturday, March 10, 2018. Seconded. CARRIED on voice vote.

- Special Class C, One Day Liquor License with Noise Control Statement – Caritas Society of St. John's College, Inc.

Request for Special Class C, One Day Liquor License

Member Praley moved to approve the application for a Special Class C, One Day Liquor License for Beer, Wine and Liquor (including live music) to Caritas Society of St. John's College from 7:30 p.m. to 10:00 p.m., on Saturday, March 3, 2017. Seconded. CARRIED on voice vote.

- Special Class C, One Day Liquor License with Noise Control Statement – Maryland Hall for the Creative Arts

Request for Special Class C, One Day Liquor License

Member Praley moved to approve the application for a Special Class C, One Day Liquor License for Beer, Wine and Liquor (including live music) to Maryland Hall for the Creative Arts from 6:30 p.m. to 9:30 p.m., on Friday & Saturday, March 2nd, & 3rd, 2018. Seconded. CARRIED on voice vote.

City Clerk:

28 – Fully Executed Contracts/Agreements

13 - Special Event Application Reviewed

2 - Payroll Processed

22 - Citizen Request for assistance – Forwarded to Departments

2- Set City Council Meeting Minutes

24- Forwarded from the Department of Legislative Services to City Manager

Council Member Assistance – Continuing

Re-Establishment of STANDING Committee Dates and Times – Finance Committee and Environmental Matters Committee

Board Of Supervisors Of Election:

No meeting in February

City Council Associate:

8 - Sets of Minutes Created

8 - Agenda Created

Standing Committee Meeting Dates/ Attendance:

February 1, 2018

Finance Committee, Rules and City Government Committee, Economic Matters Committee-Joint

February 5, 2018

Public Safety Committee

February 6, 2018

Finance Committee, Rules and City Government Committee, Economic Matters Committee-Joint

February 9, 2018

Finance Committee, Rules and City Government Committee, Economic Matters Committee-Joint

February 13, 2018

Rules and City Government Committee

February 14, 2018
Finance Committee

February 15, 2018
Environmental Matters Committee

February 28, 2018
Finance Committee

Deputy City Clerk:

Approved minutes for February 7, 2018

Count of One Day Applications: Granted 87 Special Class C One Day Liquor Licenses.

Currently working on: Processing returned renewal packets for alcoholic beverage and sidewalk cafe licenses.

Public Safety Update

Fire Department

Monthly/ YTD Response Statistics

The Department responded to 959 calls for service in February and a total of 2076 calls for 2018 with the following breakdown:

- EMS - 720 or 75.08%
- Fire – 120 or 12.51%
- Service – 142 or 6.15%
- Rescue – 8 or 0.83%
- Hazmat – 52 or 5.42%

Notable Incidents – Highlights

- 2/4/18 – Structure Fire – Mayo Road
- 2/9/18 – HazMat Incident – Gibraltar Avenue
- 2/15/18 – Bomb Threat – Assist County Police – Ritchie Highway
- 2/15/18 – HazMat with Injury – Bay Ridge Road
- 2/16/18 – Water Rescue – College Creek
- 2/17/18 – Motor Vehicle Collision (Entrapment) – Forest Drive
- 2/28/18 – Vehicle into a Structure – West Street
- 2/28/18 – Serious Trauma – Melrob Court

Notable EMS Incidents – Monthly Highlights – Accomplishments Highlights

- EMS Transports: 464
- Cardiac Arrest Survival Rate: 4 patients with 1 ROSC prior to arrival at ER
- Monthly Heroin/Overdose – 27 OD's, 1 known death
- Tactical Medic Units Activations – 3
- Special Events Medics – 0
- SAFE Station Incidents – 9
- Pub-Ed Events – 4
- EMS Fees Collected (Fiscal Year)

| | |
|-----------|--------------|
| July | \$173,436.39 |
| August | \$133,490.10 |
| September | \$ 87,040.30 |
| October | \$100,037.81 |
| November | \$203,639.82 |
| December | \$146,657.67 |
| January | \$102,053.68 |
| February | \$147,988.07 |

Fire and Explosives Services Unit – Monthly Highlights – Accomplishments

- K-9 Responses – 2
- Investigations – 2
- Suspicious Package Responses – 7
- EOD Standby – 0
- Recovered Explosives – 0
- Assist Police Incidents – 5
- Bomb Threats – 2
- Internal Investigations – 1
- Fire Safety Inspections – 14
- Code Enforcement Complaints – 0
- Background Investigations – 0
- K-9 Rudy (Lt. Ruth) Surgery on ACL – Continues Physical Therapy
- Investigator completed Williams in Inspector I Class
- All Investigators completed yearly Police Mandated training

Other Events/Activities

- The EMS Division conducted 0 citizen CPR courses.
- Completed 41 new fire safety building inspections and 19 re-inspections (includes inspections conducted by station personnel).
- Our personnel installed 3 Smoke detector(s) and 0 CO alarm(s) and conducted 12 public education events.
- The Fire Marshal's Staff conducted 15 Fire Permit/Plan Reviews and 9 Building Permit Reviews.
- Training hours completed – 2,665.
- This month's Fire Prevention Message – "Have a Home Escape Plan".

- Firefighter First Class David McGill was detailed to the Anne Arundel County Fire Academy starting 2/23/28 to assist with firefighter recruits training.
- Eight (8) new recruit firefighters started their 26 week training program at the Anne Arundel County Fire Training Academy.
- Rescue Boat (inflatable) returned from vendor, placed in-service at the Taylor Avenue Station.
- Chief Stokes, Deputy Chief Simmons and Deputy Chief Remaley attended the Eastport Volunteer Fire Company Installation of Officers Dinner on February 21, 2018.
- Chief Stokes and Deputy Chief Remaley attended the Travis Manion Legislative Reception at Harry Browns.
- The Department took delivery of a new paramedic unit for the Taylor Ave Fire Station.
- The State approved an application for MIEMSS 50/50 AED/Monitor/Defib grant.
- Crews are continuing with joint County/City/Navy/Fort Meade/BWI winter skills training continue at County Fire Academy.

Four (4) new lateral firefighters completed their four (4) week training and were released to the field.

- Monthly Dive Training completed with County Dive Team.
- Special operation Swift Water training conducted with the County Fire Department.
- Annual OSHA required Facepiece fit (Self Contained Breathing Apparatus) testing completed.
- Battalion Chief Ortlieb, Fire Marshal Office developed flow chart and procedures for entering fees into Trakit.
- Chief Stokes is working with the Public Safety Committee, Law Office and Planning & Zoning to install highly visible placards on vacant buildings in the City that are a hazard to public safety personnel.
- Chief Stokes, Deputy Chief Remaley and Deputy Chief Simmons attended the Maryland Fire Chiefs Legislative Reception in the Senate Building.

Financial Activity Report

OVERTIME COSTS: (Note: Budgeted monthly average \$35,833.00).

For the month of February, Department used 504 hours of overtime at a cost of \$29,396.68 which represents a usage of 6.84% of our total annual budget available for overtime. Our YTD overtime expenditures are \$322,795.51 or 75.07% of our annual OT budget.

(Note: The holiday pay premium negotiated in the 2017 Union contract is being funded through the overtime account and is not reflected in the overtime expenses noted above)

We currently have one (1) employee on extended disability leave, one (1) on modified duty.

Effective December 22, 2017, one of our SAFER Grant firefighters (military reserve) is deployed overseas for one year.

Grants update:

1. SAFER Grant – All personnel hired and in positions - 2nd year of grant started January 2018.
2. MIEMSS/MEMA Grant – Purchasing continues for Active Assailant Supplies awarded.

Major Planned Actions

AFD/APD Active Shooter Training – Rescue Team Concept.

“Close before you Dose” Safety campaign.

Issue 5 year long range planning goals.

Emergency Management

Incidents and Events

February 10th – Coastal Flooding

OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about minor coastal flooding forecasted around City Dock and Compromise St.

February 16th – Winter Weather

OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about winter weather forecasted to impact the City of Annapolis. OEM coordinated with City Departments prior to this storm.

Planning

- OEM staff participated in weekly weather calls from the National Weather Service.
- OEM staff reviewed the Emergency Operations Plan and its Annexes for finalization.
- OEM staff continued to work on the Office Unmanned Aerial System guidebook.
- OEM staff continued development on the Annapolis Disaster Recovery Plan and supporting documents.
- OEM staff has been drafting a template for new Continuity of Operations Plans for City Departments. OEM met with 11 Departments in February to gather information for the Plans.
- OEM staff continues to work with the County on utilization of our community notification system, CodeRED.
- OEM staff continues to meet with audiovisual and technology contractors to plan the enhancement of systems in the Emergency Operations Center. On February 14th, OEM staff visited a manufacturer to discuss and evaluate potential EOC equipment.
- On February 5th, OEM attended the Public Safety Committee of the City Council.
- On February 7th OEM staff participated in a NHL Operations Meeting for the Stadium Series being held in March.
- On February 8th, OEM and MIT met with the Health Department to finalize the transition of the Bed Finder project.
- On February 15th, OEM attended the Recreation & Parks meeting to plan for a Kids to Parks day to encourage children to enjoy being outside in Annapolis.
- On February 23rd, OEM met with a member of the transition team to provide an update on the opioid crisis in the City.
- On February 26th, OEM staff attended the Quarterly Local Emergency Managers Meeting at the Maryland Emergency Management Agency.
- On February 27th, OEM attended the BUASI Emergency Management Committee Meeting in Howard County.
- On February 28th, the Emergency Operations Center hosted a meeting of U.S. Navy interests to discuss the upcoming commissioning of the USS Sioux City, which is expected to bring thousands visitors to Annapolis.

Training/Exercise

- On February 2nd OEM staff participated in the Naval Support Activity Annapolis Brigade March Tabletop Exercise held at the United States Naval Academy.
- On February 14th OEM staff participated in a United State Naval Academy Graduation Tabletop Exercise Planning Meeting.
- On February 15th, OEM staff and Stanton Center staff attended a Narcan training hosted by the Health Department.
- On February 12th, 13th, and 15th OEM staff hosted the Mayor's Office staff for Emergency Operations Center training.

Outreach

- OEM has increased its total Facebook page "likes" to 2,345 and has a total of 2,368 followers.
- OEM has increased its Twitter followers to 1,631.
- In the month of February, OEM attended 3 Character Counts events with the Annapolis Fire Department.
- On February 9th, OEM hosted a Preparedness Basics class with the Gardens of Annapolis Assisted Living.
- On February 20th, OEM spoke about emergency kits and preparedness basics at the Baywoods Assisted Living community forum.
- On February 21st, OEM spoke to students at Frank Hebron-Harman Elementary school about fire safety and preparedness tips.
- On February 22nd, OEM submitted its first rough draft on the 2017 Annual Report.
- On February 26, OEM staff attended Anne Arundel County's Drug Court Graduation on behalf of the City of Annapolis.

Grants Management

Emergency Management encumbered funds in February for the fiscal year 2017 Urban Area Security Initiative (UASI) on behalf of the Annapolis Bomb Squad and for reimbursement for the Director and Deputy Director of Emergency Management.

| February 2018 | |
|--|--------------------|
| UASI FY 2017 Bomb Squad | \$860.96 |
| | \$1668.00 |
| | |
| EMPG FY 2017 | \$28,710.74 |
| | \$14,492.64 |
| TOTAL February Grant Expenditures | \$45,732.34 |

Annual Goals Update

Several 2018 goals have been advanced in February. These include:

1. Continuity of Operations Planning with City Departments is underway.
2. The finalizing of the Emergency Operations Plan continues.
3. The plans and protocols for the Unmanned Aerial Systems Public Safety Program are being developed.
4. Emergency Operations Center technology upgrades are in development as specifications and proposals are being evaluated.

Police Department

Community Service:

| C-Safe | Total | | Victim Services | Total |
|--|-------|--|---|-------|
| Parole & Probation home visits | 0 | | Burglary reports | 6 |
| DJS home visits | 0 | | Victim's contacted | 6 |
| DJS school visits | 0 | | Residential Survey | 0 |
| HEAT meetings | 2 | | Commercial Survey | 0 |
| Hispanic Liaison | Total | | Neighborhood Safety Training | 1 |
| Translator Contacts | 12 | | Community requests | 7 |
| Victim Contacts | 0 | | McGruff Appearances | 0 |
| Total Contacts | 10 | | Watch Your Car | Total |
| Court Hours | 3 | | Auto Theft reports | 3 |
| School Visits | 16 | | Theft from Auto reports | 15 |
| Officer Activity | Total | | Vehicles Registered | 0 |
| Meetings | 25 | | Scooters Registered | 0 |
| Total School visits including Hispanic Liaison | 37 | | TFA/ Auto Theft Initiative Letters Sent | 18 |
| Calls for Service | 4 | | J.O.I.N.S. | Total |
| Reports | 0 | | Juveniles currently in JOINS | 0 |
| Foot Patrol Hours | 16 | | Unsupervised juveniles | 0 |
| Business Checks | 57 | | 90 day supervision juveniles | 0 |
| Bank Checks | 5 | | Home visits | 0 |
| Traffic Stops | 1 | | School visits | 0 |
| Traffic Citations | 0 | | Juveniles arrested | 7 |
| Traffic Warning | 1 | | Juveniles that didn't qualify | 6 |

| | | | | |
|---------------------------|----|--|-----------------------------|-------|
| FIR | 0 | | Juveniles that qualified | 0 |
| Warrant Attempts | 0 | | Teen Court | 1 |
| Emergency Evaluation | 0 | | Closed J.O.I.N.S. cases | 0 |
| CDS Arrests | 0 | | Explorers | Total |
| Warrant Arrests | 0 | | Current Explorers | 8 |
| On View Arrests | 0 | | Interested Explorers | 0 |
| Traffic Arrests | 0 | | Explorer Post Training days | 2 |
| Summons | 0 | | Community Events Attended | 0 |
| Juvenile Citations | 0 | | | |
| Total Arrests | 0 | | Cadets | Total |
| | | | Current Cadets | 2 |
| CSS Events and Activities | 64 | | Community Events | 1 |

Community Service Section attended the following meetings in: (25)

- Heat Meetings (2)
- Eastport Working Together(2) Over 50 attendees. The group is focused on education and programs for youth. The group is planning a “peace march” and community dinner in the Spring.
- Bates Middle School meet the students for DARE
- Annapolis Middle School meet the students for DARE
- Meeting w/Donna Robinson for Teen Court
- Annapolis Homeless Meeting
- Kingsport Community Meeting
- Phone interview with Capital ref DARE
- Phone interview w/Darin Ford ref Supporting Youth against Drugs and Alcohol
- Met with Pam Brown and Center of Help Attempt to secure money for Safe Space Program.
- Attend the Latino Liaison Meeting in Montgomery County to discuss the MS 13 extortion problem and how to discuss best practices in serving the LATino community
- ASAP Coalition Leadership meeting
- City Council meeting (2)
- FORT (Fatal Overdose Review Team) meeting
- Meeting with Janice Hayes-Williams from Mayor’s constituent services.
- Capital City Safe Streets meeting in Anne Arundel County
- Conference call with GOCCP re: MCIN Transition
- Staff Meeting (2)
- CompStat
- Meeting with Shelia Ford HACA
- Meeting with Archie Trader

Community Service Section participated in the following events/ activities: (64)

- Homework club (17)
- Character Counts Georgetown East Elementary (17)
- Capital City Safe Streets meeting in Anne Arundel County
- Teen Court at District Court
- Promotion Ceremony
- DARE Bates Middle (2)
- DARE Annapolis Middle (5)
- DARE St Mary's (3 classes)
- Xinachtli/Joven Noble group Bates Middle
- Neighborhood Safety Meeting- Sgt. Vaden presented on the DARE program that is being taught at several schools in Annapolis.
- Tuesdays Joven Noble (22 Boys)(2) Annapolis Middle
- Wednesdays Joven Noble (12 Boys)(2) Annapolis High
- Wednesdays Joven Noble (10 Boys)(2) MD Hall
- Every Other Thu PAREnt Group (25 Families)(1) AHS, AMS
- Community Prayer Circle at APD
- Mills-Parole Elementary Bus behavior assembly (2)
- Mural presentation at Severn River MS.
- Cookies with the cops at West St. library.
- Lunch with the kids at Mills Parole Elementary School (3 times)

Community Service Section participated in the following training: (4)

- Inservice Training- Vaden, A. Miguez, Krauss(3)
- MSP-DNA training online

Annapolis Police Auxiliary Unit Monthly Report

Total number of clients fingerprinted: 26 (includes 0 no-charge reprints)

Meetings: 0

Total Hours: 65.75

Auxiliary Officer work hours:

| | | |
|-------------------------|-----------------------------|--------------------------|
| McCann (Aux 1) - 0 hrs | Cormier (Aux 11) – 0 hrs | Brown (Aux 12) – 7.0 hrs |
| Watts (Aux 13) – 0 hrs | Martin (Aux.14) – 58.75 hrs | |

Events the Aux. Officers attended:

In-Service Training (02/19/18 - 02/22/18)

Cadet Program

1. Megan Ross #6342 Total Hours worked: 32.75 hrs

2. Anna Woytko #6343 Total Hours worked: 3 hrs

Events the Cadets attended:

Promotional Ceremony

Cadet Ross was hired as a police officer and starts the police academy in the end of March.

Education and Training:

We have 12 officers who remain on probationary status that are evaluated on a monthly basis.

We have 3 officers in two separate Police Academy's

All trainees have completed field training

We currently have five (3) training classes scheduled for the month of March 2018.

Recruitment:

(7) Polygraphs Conducted on potential applicants

Major's Position and application process completed- Paul Herman will begin on 2/6/18

PCO testing completed. -- No viable candidates, Cpl. Parker and Mr. Seipp will need to reevaluate current applicants with passing score for skills testing and oral interviews. A new process has been requested and is currently posted.

2 laterals from BCPD, half complete, both have open internals

1 lateral, current and past employer completed

Crossing Guard Supervisor- review of applicants, no candidates to date appearing to be best candidate.

New Hires; a few from summer 2017 test still viable.

· Will be testing two current APD employees for entry level police. Written and physical ability tests 2/5, polygraphs scheduled for 2/6/18. Processing for AACo Academy starting 3/23/18.

Crossing guard applicants; HACA forwarded 3 names. A total of (8) application were received. (2) were hired.

Academy- Currently we have recruit officers in following academies:

(2) MTAP Academy 8/10/17

(1) to AACo academy 8/10/17

Police Communications Operators- Attempt to hire three more dispatcher to fill current vacancies.

Building Activity

► **Allen Apartment Stream Restoration Project (2019 Forest Drive – #GRD16-0022)** Permit issued 3/21/17. Project is progressing. Last progress inspection held 01/26/18.

► **Annapolis Police Department (199 Taylor Avenue – #BLD16-0353)** Permit issued 9/1/16 for changes to indoor firing range. Failed final inspection 8/16/17. Needs final mechanical inspection first.

► **Annapolis Townes at Neal Farm (Dorsey Drive–#GRD16-0001)** Permit issued for grading for new subdivision. Last progress inspection passed 02/16/18.

► **Annapolis Transportation Department (308 Chinquapin Round Rd #BLD15-0406)** Permit issued 7/31/2015 for alterations and repairs. Duct smoke detectors were not working during last inspection. Email was sent to PW to have them repaired or replaced. Once this is done the permit will be ready for final inspection. Last inspection was done 11/4/15.

► **Annapolis Yacht Club** - Seven demolition permits were issued on Burnside Street, Sixth Street and Severn Avenue for new Annapolis Yacht Club Buildings.

- ▶ **Annapolis Yacht Club (314 Sixth Street -BLD17-0248)** Permit issued 11/2/17 for New family activity center. Wall pour inspection passed 2/15/18.
- ▶ **Annapolis Yacht Club (#BLD17-0179 - 2 Compromise Street)** Permit issued 6/16/17 for addition and fire damage repairs. Partial framing inspections passed 2/23/18
- ▶ **Annapolis Yacht Club Sailing Center (510 Severn Avenue – #GRD17-0002)** Grading for new permit issued 8/22/17. Progress inspection 1/30/18.
- ▶ **Annapolis Yacht Club Family Activity Center (314 Sixth Street #GRD17-0003)** Permit issued 8/22/2017. Progress inspection 1/30/18. Citation issued for sediment being tracked from the site after third warning to keep the street clean.
- ▶ **Annapolis Yacht Club (510 Severn Avenue - BLD17-0249)** Permit issued 11/2/17 for new sailing center. Wall pour passed 2/5/18.
- ▶ **Bywater Park (800 Bywater Road – #GRD15-0053)** Permit issued 8/18/16 for Stream Restoration project. Progress inspection 1/25/18.
- ▶ **Chesapeake Auto Body (1799 Margaret Avenue—#BLD16-0502)** Permit issued 11/14/16 for new body shop. Footer inspection passed 11/28/16. Sprinkler Hydro 11/14/17.
- ▶ **Chesapeake Whaltertown (110 Compromise Street – BLD18-0020)** Permit issued 2/23/2018 for tenant fit-out.
- ▶ **City of Annapolis (#BLD17-0422 -935 Spa Road, Building #1)** Permit issued 12/19/2017 for a new commercial building. This permit may need to be cancelled.
- ▶ **City of Annapolis (#BLD17-0423 - 935 Spa Road, Building #2)** Permit issued 12/19/2017 for a new commercial building. This permit may need to be cancelled.
- ▶ **City of Annapolis Public Works Dept. (#DEM15-0039 - 935 Spa Road)** Permit issued 10/10/17 to demolish building.
- ▶ **City Hall (160 Duke of Gloucester Street —#BLD13-0621)** Permit issued 5/24/16 to add concrete pad & generator. Inspections are progressing. Slab inspection 6/7/16. Contractor needs to call in a final inspection.
- ▶ **City Hall (160 Duke of Gloucester Street – #BLD16-0188)** Permit issued 5/24/16 to replace HVAC and ductwork. Progress inspection 5/26/16. Electrical inspection failed 11/3/16. Failed Mechanical Inspection 2/5/18.
- ▶ **Enclave Development (25–33 Enclave Ct- Permits #BLD16-0736 - #BLD16-0740)** Permits issued 3/31/17 for new five townhouses. Building final inspection passed 2/5/18
- ▶ **Hall Render Killian Heath & Lyman, P.C. (706-712 Giddings Avenue, #201 – #BLD17-0672)** Permit issued 1/9/2018. This permit is for a tenant fit-out.

- **Harbormaster's Building (City of Annapolis -1 Dock Street - #BLD17-0190)** Permit issued 4/10/17 to repair public restrooms. Framing inspection passed 5/9/17.
- **Hawkins Cove (Near 1136 Cove Road – #GRD17-0017)** Permit issued 1/9/2018. Stream restoration project.
- **Hilton Garden Suites 174 West Street – #BLD17-0551)** Permit issued 10/31/17 for select interior alterations. 5th floor framing inspection passed 12/26/17. Ceiling close in passed 1/26/18. Getting ready for final inspections.
- **Hilton Garden Suites (formerly O'Callahans Hotel) (174 West Street – #BLD17-0604)** Permit issued 1/9/2018. Public space and exterior renovations.
- **Kenwood Kitchens (1415 Forest Drive - #BLD16-0772 & #GRD16-0026)** Grading & Addition to existing building permits issued 3/31/2017. Construction started with footer inspection 4/5/17
- **Lupita's Restaurant (1313 Forest Drive – #BLD15-0768)** Permit issued 6/13/2016 to expand restaurant. Building final inspection passed 1/18/18.
- **Maryland Hall for the Creative Arts (801 Chase Street - #GRD15-0058)** Grading for new addition – Permit issued 2/8/17.
- **Maryland Hall for Creative Arts (#BLD17-0118 - 801 Chase Street)**
Permit issued 6/20/17 for addition/alterations. Footing inspection passed 8/30/17. Waterproofing and drain tile inspection passed 12/21/17. Slab inspection passed 1/22/18.
- **MRE Capital (706 Giddings Avenue, #400 - #BLD17-0386)** Permit issued 10/27/17 for tenant fit-out. Ceiling close in passed 2/1/18.
- **Noah Hillman Parking Garage (150 Gorman Street - #BLD17-0515)** Permit issued 10/25/17 for repairs on Level 1 ramp.
- **Primrose Hill Development (1 & 3 Milkshake Lane – #GRD15-0060)** Permit issued 10/27/16 for new Primrose Hill Development. Progress inspection 11/22/16.
- **Primrose Hill (#BLD17-0052 - 52 Primrose Hill Lane) –** Permit issued 6/19/17 for first home in new development. Insulation inspection passed 9/15/17. Progress inspection 11/17/17. Wall pour inspection passed 12/11/17.
- **Primrose Hill Development (61-73 Primrose Hill Lane - BLD17-0044 – BLD17-0050)** Permits issued 11/29/17 for first 6 townhouses. Wall check survey passed and slab inspection passed 12/21/17. Insulation inspection passed 2/15/17
- **Rocky Gorge (Aris T. Allen Blvd #GRD14-0006)** Grading permit issued for new development. Progress inspection 12/1/16.
- **Rocky Gorge (Aris T. Allen Blvd #BLD14-0252)** Permit issued 6/25/14 for 1st single family dwelling in Rocky Gorge development. No construction to date.

- ▶ **Spa Creek Stream Restoration Project (#GRD15-0019)** - Permit issued 5/10/2017

- ▶ **Stanton Center (92 W. Washington Street – #BLD15-0527)** Permit issued 8/31/2016 for minor interior work. Progress inspection passed 6/14/17.

- ▶ **Starbucks (970 Bay Village Drive – #GRD17-0031)** Permit issued 11/3/17 for new commercial building.

- ▶ **Starbucks (970 Bay Village Drive - #BLD17-0458)** Permit issued 11/6/17 for tenant fit-out.

- ▶ **Starbucks (970 Bay Village Drive – #BLD17-0459)** Permit issued 11/6/17 for new commercial building. Footing inspection passed 12/18/17. Slab inspection passed 1/16/18. Additional footing inspections passed 2/23/18.

- ▶ **Severn House Condominiums (#DEM17-0054 - 768-774 Fairview Avenue)** Permit issued 12/5/2017 to remove fire debris.

- ▶ **St. John's College (#BLD17-0272 - 60 College Avenue)** Permit issued 6/28/17 for alterations to McDowell Hall. Ceiling close in passed 1/30/18. Progress inspection passed 2/28/18.

- ▶ **Thuy Trang Thi Duong (#BLD17-0502 - 108 Old Solomon's Island Road, #7)** Permit issued 12/7/2017 for tenant fit-out for a new nail salon.

- ▶ **Timothy House & Gardens** – Permits issued 2/14/2017 for grading & renovations to units.

- ▶ **United Plumber's Association (#BLD17-0643 - 3 Park Place)** Permit issued 2/5/2018. This permit is an interior alteration to add 5,000 square feet to training center in existing building.

- ▶ **W&P Nautical (#BLD17-0094 - 311 Third Street)** – Permit issued 6/15/17 for fire damage restoration. Progress inspection 1/10/18. Insulation inspection passed 2/14/18

- ▶ **West Street Condominums (#GRD17-0019 - 141 West Street)** Permit issued 12/4/2017 for new mixed use commercial and condominium building.

- ▶ **West 141 Condo Building (141 West Street – BLD17-0623)** Permit issued 2/23/2018. Sheeting and shoring for new condo building.

- ▶ **400 & 406 Chesapeake Ave (#GRD15-0042)** Permit issued 3/18/16 for grading for new mixed residential and commercial building. Progress inspection done 11/30/16.

- ▶ **400 & 406 Chesapeake Ave (#BLD15-0557)** Permit issued 3/18/16 for new building. Partial framing inspection passed 11/01/17. Waterproof and draitile inspection 1/25/18

- ▶ **110 Compromise Street (Formerly Fawcett's - #BLD16-0289)** Permit issued 8/30/16 for renovation and addition. Footer inspections passed 8/10/17. Slab inspection passed 1/17/18.

- ▶ **706 & 712 Giddings Avenue (#BLD16-0446)** Permit issued 3/2/17 to expand & modernize the building. Partial framing passed 9/27/17. Shaft wall inspection passed 11/07/17. Framing inspection passed 12/8/17.

► **1415 Forest Drive (#BLD16-0772)** Permit issued 3/31/17 to add to 2-story mercantile/office building. Building footing inspection 4/5/17.

► **1750 Forest Drive (GRD16-0025-Grading at Former MAIF Building)** – Permit issued 11/3/17.

► **1750 Forest Drive (BLD17-0369 -Former MAIF Building)** Permit issued 11/7/17 for addition/alterations. Footing inspections passed 2/28/18.

► **Formerly City Rec Center Building (#BLD16-0782 - 9 St. Mary's St)** - Permit issued 5/5/17 to construct new condos. Wall pour and footing inspections 11/20/17. Garage slab inspection passed 12/20/17. Slab inspection passed 1/9/18. Progress inspection passed 2/12/18.

Planning Activity

Comprehensive Planning

- Feb. 1 Planning Commission work session for ongoing Forest Drive/Eastport Sector Study
- Feb 2: Meet with University of Maryland Environmental Finance Center.
- Feb. 13: BRTB meeting budget subcommittee
- Feb 21: Planning Commission work session for ongoing Forest Drive/Eastport Sector Study
- Continued work on Cultural Resource Hazard Mitigation Plan
- Continued work on Cultural Landscape Report
- Submitted "Strong Towns" application
- Prepared departmental budget for FY19
- Submitted application to Historic Preservation Commission for bike share stations. To be heard March 13.
- Continued work on vehicular wayfinding phase.

Current Planning

Monthly News/New Projects:

- Residential Neighborhood Conservation (RNC2018-004) for Norma Chaney, for a second-floor addition with rear and side yard decks, located at 311 Washington St.,
- Variance (VAR2018-004) for Leroy Kagle, to construct a third floor dormer atop an existing 2-1/2 story single-family residence. The dormer falls within the required 30' rear yard the required 5' side yard setback, located at 18 Shaw St.,
- Zoning Certificate (ZC2018-004) for Clyde Adibi to construct a 12' x 16' shed, located at 1025 Kensington Way,
- Variance (VAR2017-017) for US Bank National Assoc., to the minimum lot size and lot width, to maintain two of the existing four dwelling units, located at 153 Prince George St.,

- Buffer Management Plan (BMP2018-003) for Watergate Apartments, for removal of four dead trees, located at 655 Americana Dr.,
- Buffer Management Plan (BMP2018-004) for Pinkham Management, for removal of four dead, dying trees, located at Spa Creek Landing,
- Buffer Management Plan (BMP2018-005) for Brian Cronyn, for removal of one hazardous tree, located at 169 Williams Dr.,
- Variance (VAR2018-002) for David R. Lewis Truste, for front, rear and impervious surface variances in order to construct two small entry foyers and a areaway with exterior stairs, located at 16 Southgate Ave.,
- Administrative Adjustment (ADJ2018-001) for S. Adams and M. Heskett, to the required total side yard setbacks and to the required rear yard setback, for construction of a 2-story garage addition, a rear screen porch, demolition of an existing front porch and construction of a new front porch, located at 309 State St.,
- Administrative Adjustment (ADJ2018-003) for Mark Tindall, to the required rear yard setback, to remove a brick patio and build a new powder room, located at 38 Southgate Ave.,
- Nonconforming Use (NCU2018-001) for 410 Rowe Boulevard, LLC, for determination of nonconforming use status of the existing structure, located at 410 Rowe Blvd.,
- Port Wardens (PORT2018-002) for 2017 Forest Dr., LLC, to replace an existing pier with a 5' x 11' platform and 6' stepdown platform in-kind, and install a 6' x 35' pier extension with 3 mooring piles, located at 938 Creek Dr.,
- Port Wardens (PORT2018-003) for Multiple Property Owners, to dredge a 18' wide by 754' channel to a depth of -6.0 to -7.0 ft. below MLW and connect to existing piers and slips, located at 144 Spa Dr.,
- Port Wardens (PORT2018-004) for Robert Katz, to dredge a 18' wide by 754' channel to a depth of -6.0 to -7.0 ft. below MLW and connect to existing piers and slips, located at 143, 145 Spa Dr.,
- Residential Conservation Neighborhood (RNC2018-005) for Donald and Mary King, to construct a 2-story addition with screen porch, located at 414 First St.,
- Variance (VAR2018-003) for John Brennan, for a reduction to the required front yard setback applicable to accessory structures on a "through-lot" in order to construct a new detached garage, located at 4 N. Acton Pl.,
- Administrative Adjustment (ADJ2018-002) for James LeClare, for a reduction to the rear yard setback for completed rear dormer expansion which aligns with the existing face of the second floor, correction to an inaccurate survey, located at 97 Monticello Ave.,
- Forest Conservation Plan (FCP2018-001) for 2010 West Street, LLC, to construct 42 multifamily residential units and 2,586 sq.ft. of commercial space as part of Site Design Plan SDP2107-054, located at 2010 West St.,

Major Planned Actions:

- Planning Commission, March 1, 2018:

Work Session:

1. City Dock Master Plan
2. Forest Drive/Eastport Sector Study

- Planning Commission, March 21, 2018:

Public Hearing:

1. O-9-18: for the purpose of amending the standards concerning temporary signs for community or civic projects events; and matters generally relating to regulation of temporary signs

Work Session:

1. Forest Drive/Eastport Sector Study

- Board of Appeals, March 6, 2018:

Public Hearings:

1. VAR2018-001 Variance Application by Brian Ray and Birgit Albrecht, property owners, for a reduction to the required front yard setback and to the average ridge setback to allow construction of a second story over the existing dwelling and over a new front porch, on property located at 147 Williams Dr.,
2. SE2018-008 Special Exception Application by Franklin Office Properties, LLC, property owners, and BMV Acquisitions, LLC contract purchaser, for nine multi-family residential units, on property located at 51-53 Franklin St.,
3. VAR2018-003 Variance Application by Christopher Underwood, property owner, for a reduction in the lot size requirement for a proposed two-lot subdivision and to the required rear yard setback for Lot 1, on property located at 153-155 Prince George St.

Community Development

Monthly News/New Projects

Community Development Block Grant

Held Public Hearing on CDBG application requests for FY 2019 CDBG funding. The following organizations made presentations on their CDBG requests:

| | | |
|--------------------------------------|-------------------------------|-----------------|
| Anne Arundel County Community Action | Housing Counseling | \$18,000 |
| Blessed In Tech Ministries | Mentoring and case management | \$7,000 |
| Center of Help | Referral and Information | \$22,000 |
| Light House Shelter | Case Management | \$10,000 |
| OIC | Job Preparation Training | \$25,000 |
| OHLA | Referral and Information | \$2,000 |
| Restoration Community Dev. Corp. | Mentoring Project | \$20,000 |
| Arundel Lodge | Facility Rehab | \$18,250 |
| Universal Lodge #14 | Facility Rehab | \$20,000 |
| Housing Authority | Recreation Equip Repairs | \$16,300 |
| Housing Rehabilitation | Owner Occupied Rehab. | \$120,000 |
| Housing Rehabilitation | Rehab Project Administration | <u>\$50,000</u> |

GRAND TOTAL**\$328,550**

The City expects to receive approximately \$230,000 in CDBG Entitlement Funds for FY 2019. The federal Budget for FY 2010 zeros out the CDBG Program.

Continued working with BMC on the Fair Housing Assessment required by HUD. Regional MOU to procure services of a consultant to develop the Regional Fair Housing Assessment or the Analysis of Impediments to Fair Housing was executed.

Continued working on a 50th Anniversary of Fair Housing event with the Human Relations Committee Chairman who has developed speakers and agenda for the celebration. Staff met with Communication Officer to work on publicity for the event.

Completed other CDBG program financial disbursements and administrative activities.

MPDU Program

Last month, completed MPDU Program policies and procedures manual for applicants, developers, and builders. The document is under internal review.

Homeless

The Maryland Department of Housing and Community Development monitored the City's Emergency Solutions Grant Program both on site and at the Light House Shelter, which receives the funds. The monitoring was successful for both the City and the Light House. There were no monitoring findings.

Worked on updating the Partnerships Strategic Plan to End Homelessness

Working with two homeless persons to help find permanent housing. Both are staying with friends and family.

Misc.

Continued discussions with HACA and Anne Arundel Community College to set up a Certified Nurses/Geriatric Assistant training program at HACA. Working on finding space at HACA and funding which requires \$2,600.00 per trainee. HACA's staff is coordinating with Anne Arundel Community College and plans to survey the residents to determine interest.

Attended the following meetings:

- Eastport Working Together
- Homeless Partnership Board Meeting
- Homeless Partnership General Meeting
- APD Homeless Meeting

Processed Certificates of Satisfaction for both Habitat loans.

Worked with client on subordination agreement for Housing rehabilitation grant mortgage.

Historic Preservation

Administrative approvals issued - 17

Total estimated costs of approved applications - \$141,372.65

Private - \$141,372.65

Public - \$

Public Hearing approvals issued - 1

Total estimated costs of approved applications - \$48,000.00

Private - \$48,000.00

Public - \$

Economic Development

- Provided 33 start-up, retention and growth support services for businesses and nonprofits to: connect them with potential loans/investors; provide no-cost business consultation; locate space; conduct market research; resolve parking, permitting/licensing and signage issues; and develop workforce
- Updated the City's New and Expanding Businesses List and Vacancy Reports (6 commercial districts and citywide)
- Continued developing a joint DAP/PNC/City 2018 Financial Fitness Workshop Series
- Prepared for second round of Hispanic Business Workshop series
- Presented Economic Development and Land Use Trends to the Planning Commission
- Participated in 31 meetings and events with city departments, SDBE Liaison and business support organizations to align economic development, events and/or outreach strategies:
 - Business Leaders Meeting (led monthly meeting, including creating an agenda, scheduling speaker and providing a summary newsletter follow-up with pdfs of handouts)
 - AAEDC (attended weekly staff meetings, obtained ongoing support and resources for City businesses, met regarding new maritime-industry support efforts, discussed international business outreach and opportunities)
 - Downtown Annapolis Partnership/Inner West Street Association/Annapolis Arts District (participated in Board and ad hoc support meetings)
 - Planning & Zoning (attended monthly senior staff meeting and various ad hoc meetings, including re: City Dock Zoning revisions, Strong Towns awards submission, SDBE office, and sprinkler/Main St upper floors development incentives)
 - Mayor's Office (discussed City Dock commercial opportunities options, transferred Job Fair info, joint City-County No Discharge Zone application options, Transition Team meetings)
 - Maritime Advisory Board (attended monthly meeting)
 - Attended economic development related meetings/events including:
 - No Discharge Zone Summit
 - U.S. Commercial Service International Business Opportunities
 - UMD PALS Program Maritime Development Authority discussion
- SDBE Office Activity
 - Researched and prepared tools intended to improve business' experience with the City:
 - Sent February Economic Development Newsletter to 160 recipients and wrote March newsletter

- Sent (13) new business welcome letters and 2-year anniversary letters
- Began promoting Annapolis Hispanic Business Roundtable Series
- Continued to research establishing a Maritime/Industrial Development Authority
- Participated in 16 economic development related meetings and events:
- Attended February Business Leaders Meeting
- Attended 2 external events including No Discharge Zone Workshop and District Export Council event at AAEDC
- Participated in 9 business assistance and partnership-organization meetings
- Participated in 2 commercial property pre-application meetings
- Attended 2 SP+ parking meetings

Recreation and Parks

Recreation

Administration

- Had a successful Trophy Presentation to Basketball Clinic Allstar team
- Met about Kids to Parks day in May
- Joined OEM to plan for the future
- We still are unable to register on line with the new system.

Marketing

- Spring Program Guide (with Summer Camp information) finalized, to the printer and distributed
- Promotional ads created and displayed for spring program guide in *The Capital* (2/19-2/25 online and 2/23 and 2/25 in print)
- Pass, Pick & Play (PPP) meetings with Katy, Kim Elek, Tonier Cain 2/1 2/15 2/28
- Edited PPP video with Bruce Abercrombie
- PPP release sent 2/15
- Monthly Meeting with Archie 2/8
- Kids to Parks Day meeting with ARPD, COA staff, Ald Pindell-Charles, Ald Finlayson 2/15
- ARPD February and March newsletters created
- Submitted March ad for Idle Time Advertising (IDA)
- Big Book ad and March/camps ad for Chesapeake Family Life magazine
- Participated in Hootsuite Social Breakfast Live stream (webinar) 2/28
- Set up WNAV 1430 AM spring promotions schedule and contract
- E-News sent on 2/7 2/14 2/21 2/28 to 5,820+ e-mail addresses each time
- Updates to ARPD web pages and calendar
- Updates on social media (Facebook, Twitter, Instagram), REACH foyer display, PMRC street sign throughout the month
- Facebook February: largest reach with 450 on 2/12 for the spring program guide being online, showed that most people viewed our posts or our page around 8 and 9 pm on weekdays, received 4 recommendations which was a 33% increase from the previous month

- Twitter February: top tweet was sharing that ARPD received “best photo” from MRPA submitted for the 2018 Marketing Communications awards = 477 impressions and 10 engagements, top media tweet was announcing Mother Son Dance with 183 impressions, summary report from Twitter = 9 tweets, 4,552 tweet impressions, 177 profile visits, 4 mentions, 9 new followers

Athletics

- Finished youth basketball league
- Permitted all fields to youth organizations
- Continued sports equipment drive for Pass, Pick & Play
- Finalized Summer camp planning
- Registration for Session II of Winter classes opened
- Registration for Spring Adult Leagues and Rentals Completed
- Athletics Program/League Revenue - \$2,624.00

Upcoming Events:

- Pass, Pick & Play – April 7 – planning continued
- Personal Training Hours 72
- Class Participation 1852

Fitness

- Truxtun Youth Tri registration opened
- Spoke to a Heath and Wellness Students at AACC regarding professional opportunities.
- Art in Public Places Grant

Stanton Center

Events

- 1st Sunday Feeding
- Birthdays
- Deliverance Church
- True Church of God
- National Social Workers
- Repast

Meetings

- Tough Love NA Meeting (GYM)
- LOC (LCR)
- GED Preparation (CPL)
- Elite Drum Rehearsal (GYM)
- Dr. Washington Band Rehearsal
- ZSYBL Game Night
- Population Totals
- Toughlove NA meeting - 50 seating requested

- 1st Sunday -100 seating requested
- Local Organization Committee -15 seating requested
- True Church - 75 seating requested
- Deliverance Church - 12 seating requested
- Band Rehearsal-10 seating requested
- Elite Band Rehearsal - 45 seating requested
- Repast - 100 seating requested
- Party - 50 seating requested
- National Social Workers - 50 seating requested

Parks

- Tree clean up continues and preparing fields and parks for the spring.

Harbormaster

- Hired 5 new Dock Assistants and 4 new Assistant Harbormasters for the Spring and Summer 2018.
- After a study of the Land-Use Agreements attached to the grants used to improve the bulkhead and slips at City Dock, we have determined that the Stanley Norman Skipjack cannot continue to lease space on our Reservation Dock. Officials at Chesapeake Bay Foundation were advised to seek a new spot for docking after Spring 2018.
- The Harbormaster filed criminal charges against a suspect that lives aboard his boat in Spa Creek. The suspect is accused of Abandonment of Vessel, Littering over 100 pounds, and Possession of a Boat with the hull identification removed.

Transportation

Monthly News

Compliance Review by Maryland Transit Administration (MTA)

MTA conducted a review of all aspects of transit operations to ensure compliance with Federal Transit Administration's (FTA) requirements. The review covered areas such as preventive maintenance of both facility and equipment including transit buses, drug and alcohol, Title VI and Equal Employment Opportunity (EEO), safety, and status of capital and operating projects.

Monthly Safety/Operations Meeting for Bus Operators and Supervisors

The monthly safety / operations meeting was held on February 22, 2018. Topics discussed included:

- o Upcoming events in and around the City that could impact transit operations;
- o Safety Data Book (SDS) - what it is and where it can be found;
- o Importance to pay more attention to fueling and wheel lug nut flags during pre/post-trip inspections;
- o Authorized locations for breaks;
- o Bus cleanliness including keeping the bus clean during and at the end of operator's;
- o Seatbelt use.

Administrative

Staff participated in the following meetings/activities:

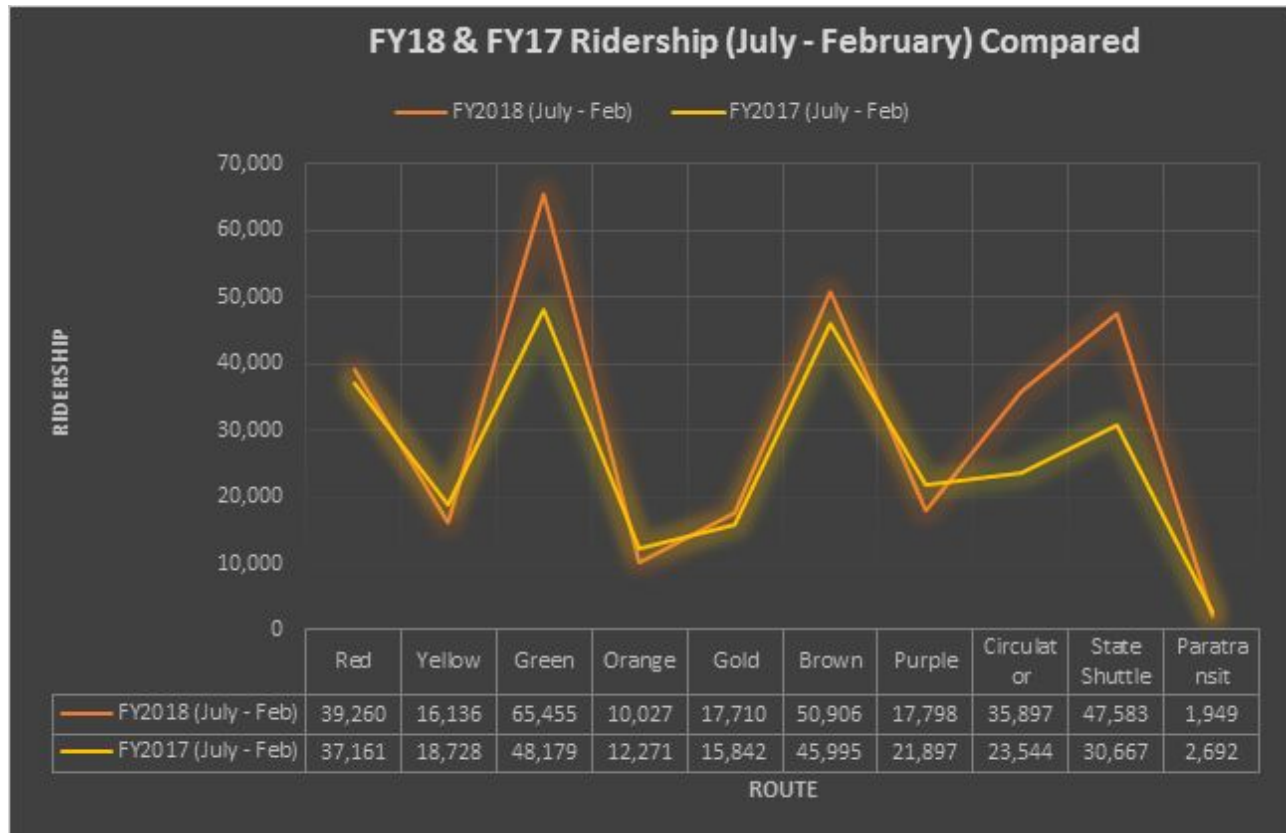
- Transportation Board Meeting
- Transportation Association of Maryland (TAM) Board Meeting
- Safety Advisory Team meeting
- NHL Game planning session
- Capital Work Group meeting
- Baltimore Regional Transportation Board (BRTB) meeting

Activity Report

Transit Operations

Table 1. February 2018 Unlinked Passenger Trips (Ridership)

| Route | February 2018 | February 2017 | % Change |
|---------------|---------------|---------------|---------------|
| Red | 4,393 | 4,150 | 5.86% |
| Yellow | 1,753 | 2,028 | -13.56% |
| Green | 7,721 | 5,099 | 51.42% |
| Orange | 1,000 | 1,594 | -37.26% |
| Gold | 2,374 | 1,614 | 47.09% |
| Brown | 5,944 | 4,920 | 20.81% |
| Purple | 1,956 | 2,568 | -23.83% |
| Circulator | 3,829 | 2,783 | 37.59% |
| State Shuttle | 13,714 | 8,263 | 65.97% |
| Paratransit | 206 | 203 | 1.48% |
| Total | 42,890 | 33,222 | 29.10% |



Service Hours and Service Miles

Total Service Hours in February 2018: 4,482 hours

Total Service Miles in February 2018: 44,396 miles

On-Time Performance (OTP):

ADA Paratransit Service: OTP for paratransit service was 99%. There were 18 cancellations and three (3) no-shows.

Fixed routes OTP was 89% based on 106 observations.

Preventive Maintenance:

- Nine (9) scheduled preventive maintenance services were completed on time.
- There were eight (8) road calls.

Parking Activities

| | Vehicles Parked (Transient & Monthly Parkers) | | |
|------------|---|---------------|----------|
| Garage/Lot | February 2018 | February 2017 | % Change |

| | | | |
|-----------------------------|--------|--------|--------|
| Gotts | 19,050 | 17,352 | 9.8% |
| Hillman | 19,501 | 18,377 | 6.1% |
| Knighton | 6,222 | 5,108 | 21.8% |
| Park Place | 6,641 | 11,993 | -44.6% |
| South Street Lot | 959 | 1,074 | -10.7% |
| Larkin Street Lot** | 110 | 58 | 89.7% |
| City Dock Lot^^ | 9 | N/A | |
| | | | |
| On-Street Parking Citations | 1,110 | 2,130 | -47.9% |
| | | | |
| Meter Transactions | 59,874 | 74,281 | -19.4% |

****Monthly parking only in FY2017**

^^Monthly parking only

Overtime and Leave (sick, vacation personal, etc.) Hours

For the Period 2//8/2018 – 3/7/2018

| Division | Overtime | Leave (sick, vacation and personal, etc.) |
|---------------------------------|-----------------|--|
| PEO | 7.5 | 55 |
| Transit Operations-Drivers only | 265.75 | 580 |
| Transit Supervision | 73.75 | 24 |
| Vehicle Maintenance | 32 | 32 |
| Leave without Pay | | 160 |

